



## Accounting Services Administrator



### ■ THE COMMUNITY

The Sonoran Desert surrounds Tucson with majestic mountain ranges and lush desert valleys. Nearly one million Tucsonans enjoy as many as 350 days of sunshine each year and average temperatures of 83 degrees. No matter what you love to do outdoors, with twenty-seven thousand acres of park land, there are many beautiful places to hike, climb, bike, ride and camp. The southern Arizona region is ranked as one of the five best areas in the United States for bird watching. Golfing is available year-round with over forty public and private golf courses. The mild winters are enjoyable, but if you are missing a little of that northern winter chill you can experience the snow covered slopes on Mt. Lemmon only an hour away.

Nicknamed the Old Pueblo, Tucson is Arizona's second largest and oldest city blending Indian, Spanish, Mexican and Anglo heritages. It retains the charm of its frontier roots and is highlighted by beautifully colored sunsets that profile the rich cultural community heritage and progressive growing future. The museums, galleries, theaters, dance companies, musical and community events, and festivals are plentiful within this natural desert environment. Tourism contributes almost \$2.5 billion annually to the local economy and will continue to be a major contributor to the region's economic base.

### *What Makes a Place Great?*

Learn more about our beautiful community by watching the Tucson Regional Economic Opportunities video:

[www.youtube.com/watch?v=zRkVIPdatPI](http://www.youtube.com/watch?v=zRkVIPdatPI)

### ■ THE CITY & FINANCE DEPARTMENT

The City operates under a Council-Manager form of government and provides the following services to the community: General Government, Police, Fire, Environmental Services, Transportation, Golf, Parks and Recreation and Water. The City's budget is developed annually under the direction of the City Manager, using Mayor and Council budget policies. The Fiscal Year 2015 combined total budget for all funds is \$1.265 billion.

The Finance Department's mission is to provide strong fiscal stewardship through the delivery of high quality financial services that support the operations of the City. Services provided include financial reporting, accounting systems administration, accounts payable, accounts receivable, payroll administration, cash collections and investments, revenue administration, business licensing, tax investigations, tax audit, debt management, pension administration, and risk management.



## ■ ACCOUNTING SERVICES ADMINISTRATOR

The Finance Department is currently seeking a highly motivated qualified individual to assist the Director's Office in leading the City's Accounting Services Division. This division is responsible for city-wide payroll, accounts receivables and collections, bank reconciliations, cash management and accounts payable.

Examples of essential duties may include:

- Supervise accounting services staff comprised of 20 employees, including 3 direct reports.
- Oversee biweekly payroll processing for 4,800 active employees and 2,800 retirees.
- Administer city-wide accounts payable and accounts receivable functions.
- Ensure city bank reconciliations are performed in a timely manner.
- Provide back up support to the Accounting Operations Administrator who oversees city-wide financial reporting.
- Play a prominent role in accounting system patches, upgrades and implementations related to accounting services.
- Develop and publish city-wide manuals that incorporate best practices and internal controls.
- Coordinate city-wide training in the areas of payroll, accounts receivable and accounts payable, using a variety of modalities including training manuals, on-demand videos and classroom instruction.
- Ensure business continuity in day-to-day operations by documenting standard operating procedures and working with various stakeholders on emergency planning.
- Ensure that division operations conform to local, state, and federal governmental regulations and other applicable rules and requirements.
- Support the Director's Office in presenting and communicating financial information to various stakeholders in the community including elected officials, responding to public information requests, policy development, problem solving, applying Lean Six Sigma to accounting services processes and strategic planning.
- Assist with implementing the department vision through division activities that maximize employee productivity and morale through hiring, evaluating employee performance, investigating and other human resource actions.
- Oversee the planning, implementation, direction and management of all functions and resources of the division to achieve the strategic objectives of the department and the City in an efficient and effective manner.

## ■ QUALIFICATIONS

The ideal candidate will possess a strong working knowledge of payroll operations, individual income tax laws, employment law, best practices in cash management as it relates to accounts receivable and accounts payable and internal controls. In addition, candidates for this position should demonstrate the ability to effectively manage both clerical and professional staff, be committed to developing positive working relationships, demonstrate strong communication skills (oral and written), and lead by example through a strong and supportive work ethic. The successful candidate will have an opportunity to cross train with incumbent who will be retiring in June 2015.

### Required:

- Bachelor's degree in accounting, finance or directly related field
- Five years or more of full-time experience in accounting, finance or related field
- Four years or more of supervisory experience in accounting, finance or employee benefits and use of financial accounting software
- Valid driver's license

### Highly Desirable:

- Professional certification (CPA, CPFO) or master's degree in related field
- Seven years or more of progressively responsible accounting services/payroll administration experience at a professional level in a state or local government
- Seven years or more of progressively responsible supervisory experience
- Experience/knowledge in CGI Advantage ERP Systems
- Formal training and work experience in Lean Six Sigma

An equivalent combination of education and relevant experience with particular knowledge, skills and abilities to successfully perform position duties will be considered.

## ■ COMPENSATION & BENEFITS

The salary range is \$65,041 - \$110,385 and is dependent upon the qualifications and experience of the successful candidate. The City of Tucson offers employees an excellent fringe benefit package, including a defined pension plan, a voluntary deferred compensation 457 plan and 401(a) plan, health, dental and life insurance, sick and vacation accruals.



## ■ APPLICATION AND SELECTION PROCESS

To be considered for this excellent career opportunity, you must apply on-line at [www.tucsonaz.gov/jobs](http://www.tucsonaz.gov/jobs). In addition, a cover letter with current salary, resume and three work-related references must be emailed by January 18, 2015 to:

:

Marisela Celaya, HR Analyst  
City of Tucson Human Resources  
E-mail: [Marisela.Celaya@tucsonaz.gov](mailto:Marisela.Celaya@tucsonaz.gov)  
*Subject Line Must Read: Accounting Services Administrator*

*The City of Tucson is an equal opportunity employer that is both child and family friendly, as well as a drug and alcohol free workplace. Diverse candidates are strongly encouraged to apply.*

